Preparing for the Program Compliance Review On-Site Visit

The Regional Monitoring Consultant will contact the EC Director/Coordinator to schedule the monitoring visit. Then, the LEA receives a formal letter from DPI announcing the visit. This letter is mailed to the Superintendent/Charter School Administrator (:cc to EC Director/Coordinator) approximately 4-6 sweeks prior to the visit.

Two-three weeks prior to the visit, the EC Director/Coordinator will receive:

- the *Student Monitoring Sample*;
- the *Indicator 13: Secondary Transition Student Sample*;
- list of school sites to be visited; and
- the On-Site Visit "To Do" List.

On-Site Visit "To Do" List

- Reserve a room with ample workspace, internet access and privacy *at each school site* for the monitoring team.
- Schedule one EC staff member, familiar with student records and compliance, to be available to the monitoring team during the visit.
- Complete the <mark>*Licensure Summary Tool*</mark> to record the licensure information for the sample of EC Staff identified for the selected school sites.
- Collect the EC files for each student in the *Student Monitoring Sample* and *Indicator 13: Secondary Transition Student Sample* and secure them in the workspace identified *at each school site*.

For *each selected school site,* gather the:

- overall school/bell schedule including start and end times;
- staff roster with all EC staff identified/highlighted;
- schedules for each student in the *Student Monitoring Sample* highlighting all EC services times and EC teachers/service providers;
- schedules for all related service providers; and
- related service delivery logs organized by student unique ID number.

For each student listed in the *Student Monitoring Sample*, gather the following data for the last completed grading period:

- attendance;
- discipline log (to include individual days of OSS);
- report for the last State Mandated Assessment in which the student participated; and
- grade report.
  <mark>*These data compile the *Student Profile*. The *Student Profile Tool* may be used to record the data.</mark>